



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
620 JOHN PAUL JONES CIRCLE SUITE 1100
PORTSMOUTH VA 23708-2103

NAENVIRHLTHCENINST 7400.1C CH-1
RM 07 JAN 2003

NAENVIRHLTHCEN INSTRUCTION 7400.1C CHANGE TRANSMITTAL 1

Subj: CIVILIAN TIMEKEEPING PROCEDURES – RECORDING AND REPORTING
ATTENDANCE/LEAVE OF CIVILIAN EMPLOYEES – REQUESTING AND
AUTHORIZING OVERTIME AND COMPENSATORY TIME

Encl: NAENVIRHLTHCENINST 7400.1C enclosures (1) and (2)

1. Purpose. To transmit change 1 to the basic instruction.
2. Action. Remove enclosures (1) and (2), and insert the revised enclosures (1) and (2).

A handwritten signature in black ink, appearing to be "D. M. Sack", is located above the printed name.

D. M. SACK

Distribution: (NAENVIRHLTHCENINST 5215.2P)
List V (All NAENVIRHLTHCEN Personnel)
VI (NAENPVNTMEDU)
VII (NAVDISVECTECOLCONCEN)
VIII (NAENVIRHLTHCEN DET)
IX (NAVDRUGLAB)

10 7 JAN 2003

AUTHORIZED HOURS OF WORK

1. Purpose. To prescribe authorized work hours, provide information, and establish policy and procedures for implementing voluntary Alternate Work Schedule (AWS) for employees of the Navy Environmental Health Center, Norfolk, VA.

2. Definitions

a. Alternate Work Schedule. Term used to describe either flexible or compressed work schedule as originally defined in the Federal Employees Flexible and Compressed Work Act of 1978.

b. Compressed Work Schedule. A schedule that enables a full-time employee to work 80 hours per pay period in less than 10 workdays or a part-time employee to work a scheduled requirement of less than 80 hours in less than 10 workdays. Under a compressed schedule, the daily time of arrival and departure are regular and set for a specified period, usually not less than a calendar quarter. The days off among participating employees are also regular and set for a specified period of time, usually not less than a calendar quarter, at the discretion of management to ensure that mission requirements are met.

c. "5-4-9 Plan". A compressed work schedule is when, during a 10 workday pay period, employee works 8 days of 9 hours each, 1 day of 8 hours and receives 1 day off.

d. "4-10 Plan". A compressed work schedule where during a 10 workday pay period, employee works 4 days per workweek at 10 hours per day and receives a day off each week.

e. "Maxiflex Plan". The employee has a basic work requirement of 80 hours biweekly. The employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period and vary arrival/departure times.

f. Flexitour. A portion of the workday during which the employee has the option to select and/or vary starting and quitting times. However, the starting and quitting times are set for a specified period, usually not less than calendar quarter.

g. Flexible Hours. The employee works 8 hour days, 5 days per week but can vary starting and quitting time on a daily basis outside of the core hours.

h. Core Time. During a normal workday a portion during which employees must be present (0930 to 1430 at NAVENVIRHLTHCEN).

07 JAN 2003

i. Basic Workweek. The number of hours, excluding compensatory/overtime hours, which an employee is required to work or is required to account for by leave. A full-time employee has an 80-hour biweekly basic work requirement in 8, 9, or 10-hour daily increments. For a part-time employee, the basic work requirement is the number of hours the employee must work each day in a biweekly pay period.

j. Biweekly Pay Period. The 2-week period for which an employee is scheduled to perform work.

k. Overtime Hours. For a compressed work schedule, the term “overtime hours” means any hours in excess of those specified hours which constitute the compressed schedule. For example, an employee working 10 hours per day, 4 days per week, would be entitled to overtime for hours in excess of the basic schedule for that day (i.e., hours in excess of 10) and for hours in excess of 40 in the week.

l. Credit Hours. Those hours within a flexible work schedule that an employee elects to work in excess of his or her basic work requirement so as to vary the length of a workweek or workday.

m. Authorized Absence. Approved time off during an employee’s basic workweek charged to the appropriate leave category, authorized compensatory time off, or an excused absence. For example, an employee working 10 hours per day, 4 days per week, who takes 1 day of annual or sick leave, will be charged for 10 hours.

n. Holidays. The following days, and any other day(s) named by Congress or the President of the United States are to be treated as holidays for pay purposes and leave:

New Year’s Day – 1 January
Martin Luther King, Jr. Day – third Monday of January
President’s Birthday – third Monday in February
Memorial Day – last Monday in May
Independence Day – 4 July
Labor Day – first Monday in September
Columbus Day – second Monday in October
Veterans Day – 11 November
Thanksgiving – fourth Thursday in November
Christmas Day – 25 December

Note: When a holiday falls on a regular day off for those employees on the 5-4-9 Plan or the 4-10 Plan, the holiday schedule observance will be as follows:

(1) If the holiday is NOT on Sunday, the preceding workday is observed as the holiday.

10 7 JAN 2003

(2) If the holiday is on Sunday, the next scheduled work day is observed as the holiday.

3. Policy. It is the command's policy to support participation by command civilian personnel in the AWS Program; however, participation in the AWS Program is voluntary. All requests to participate in AWS must be approved by the Executive Officer or his designee. If an employee does not wish to participate, he/she will continue to work his/her normal 8 hours per day, 40 hours per workweek. Flexitour participants are permitted by the Commanding Officer; the working hours will be limited to the following: from 0600 through 1430, from 0700 to 1530, from 0730 through 1600, from 0800 through 1630, from 0830 through 1700 and from 0900 through 1730.

a. In situations where a supervisor determines that a compressed work schedule is not practical for a respective work unit or position because of the nature of the work being performed, the supervisor is required to provide written justification to the Commanding Officer via the respective Director. The justification for exemption from participation in AWS must clearly identify all affected positions and personnel and provide the rationale for such action. Written requests for changing staggered working schedules may be submitted quarterly to the Director for Resource Management via the appropriate Director no later than the first calendar day preceding the new quarter.

b. Compressed Work Schedule (CWS) Entry/Exit Policy. An employee may enroll or withdraw from the CWS Program once every calendar quarter. The schedule for participating civilian employees will be as follows:

(1) Each employee will work 80 hours per pay period. Lunch periods will be 30 minutes. An optional 60 minute lunch period may be authorized provided the additional 30 minutes is added to the workday. Lunch periods are non-duty, non-paid periods.

(2) Each employee may request to participate in a 5-4-9, a 4-10, or a staggered 8-hour work schedule between the hours of 0600 hours to 1800 hours.

(3) The scheduled day off for each employee must be taken within the pay period for which it is scheduled. Days off may not be accumulated across pay periods in a compressed work schedule.

(4) Supervisors will review schedules to insure that there is no adverse impact upon mission requirements by participation of staff in the AWS.

(5) When assigned to Temporary Additional Duty (TAD), the employee will work the normal duty hours of the activity to which he/she is TAD or will work a normal tour of duty as established by the Base Commander. Employees going TAD in a maxi flex status traveling directly from home to the airport; work hours begin when the employee arrives at the airport, or at the point in time when traveling to the airport exceeds their normal drive time to work.

07 JAN 2003

(6) When working a Flexible Work Schedule, Holiday Leave will not exceed 8 hours. Up to 8 hours per day of Administrative Leave will be granted when required not to exceed a total of 8 hours of time worked plus Administrative leave per day (i.e., employee has worked 2 hours when Administrative leave is granted for the rest of the day, only 6 hours of Administrative Leave will be granted) unless the work schedule for the pay period is scheduled in writing prior to the beginning of the pay period.

c. Flexible Work Schedule (FWS) Entry/Exit Policy: An employee may enroll or withdraw from the FWS Program once every calendar quarter. The schedule for participating civilian employees will be as follows:

4. Action

a. Directors will:

- (1) Ensure strict compliance with the provisions of this instruction.
- (2) Ensure their directorate is adequately staffed with appropriate professional representatives from 0700-1630 to effectively perform assigned responsibilities of their services.
- (3) Maintain a current work schedule for personnel within their directorate.
- (4) Submit a schedule of all employees for each quarter to the Director for Resource Management no later than the first calendar day of the month preceding the new quarter.
- (5) Post the authorized schedule for the quarter.

b. Director for Resource Management will:

- (1) Prescribe the format and procedure for the work schedule submission.
- (2) Receive the work schedules for each Director and make appropriate changes to the civilian payroll system.

10 JAN 2003

NAME					I CERTIFY THIS SHEET ACCURATELY REFLECTS MY TIME AND ATTENDANCE: EMPLOYEE SIGNATURE				
PAY PERIOD:									
NORMAL ARRIVAL: DEPARTURE: LUNCH PERIOD: TO:									
DAY	DATE	LEAVE HRS TYPE	TIME IN	TIME OUT	TIME IN	TIME OUT	COMP/OVER HRS TYPE		
SUN									
MON									
TUE									
WED									
THU									
FRI									
SAT									
DAY	DATE	LEAVE HRS TYPE	TIME IN	TIME OUT	TIME IN	TIME OUT	COMP/OVER HRS TYPE		
SUN									
MON									
TUE									
WED									
THU									
FRI									
SAT									